

# **STATE PERSONNEL BOARD CALENDAR**



**NOVEMBER 15, 2005**

**SACRAMENTO, CALIFORNIA**

**State of California**

**Memorandum**

**DATE:** November 4, 2005

**TO:** ALL INTERESTED PARTIES

**FROM:** STATE PERSONNEL BOARD – Executive Division

**SUBJECT:** Notice and Agenda for the **November 15, 2005**, meeting of the State Personnel Board.

PLEASE TAKE NOTICE that on November 15, 2005, at the offices of the State Personnel Board, located at 801 Capitol Mall, Room 150, Sacramento, California, the State Personnel Board will hold its regularly scheduled meeting. Pursuant to Government Code section 11123, a teleconference location may be conducted for this meeting at 320 W. 4<sup>th</sup> Street, Los Angeles, California.

The attached Agenda provides a brief description of each item to be considered and lists the date and approximate time for discussion of the item.

Also noted is whether the item will be considered in closed or public session. Closed sessions are closed to members of the public. All discussions held in public sessions are open to those interested in attending. Interested members of the public who wish to address the Board on a public session item may request the opportunity to do so.

Should you wish to obtain a copy of any of the items considered in the public sessions for the November 15, 2005, meeting, please contact staff in the Secretariat's Office, State Personnel Board, 801 Capitol Mall, MS 22, Sacramento, California 95814 or by calling (916) 653-0429 or TDD (916) 654-2360, or the Internet at:

**<http://www.spb.ca.gov/calendar.htm>**

Should you have any questions regarding this Notice and Agenda, please contact staff in the Secretariat's Office at the address or telephone numbers above.



Pui Fong  
Secretariat's Office

Attachment



## **CALIFORNIA STATE PERSONNEL BOARD MEETING<sup>1</sup>**

801 Capitol Mall  
Sacramento, California

Public Session Location – 801 Capitol Mall  
Sacramento, California, Room 150  
Teleconference – 320 West 4<sup>th</sup> Street<sup>2</sup>  
Los Angeles, California, Suite 620

Closed Session Location – 801 Capitol Mall  
Sacramento, California, Room 141  
Teleconference – 320 West 4<sup>th</sup> Street  
Los Angeles, California Suite 620

## **MID MONTH MEETING – NOVEMBER 15, 2005**

<sup>1</sup> Sign Language Interpreter will be provided for Board Meeting upon request - contact Secretariat at (916) 653-0429, or CALNET 453-0429, TDD (916) 654-2360.

<sup>2</sup>Pursuant to Government Code section 11123, a teleconference location may be conducted for this meeting at 320 West 4<sup>th</sup> Street, Los Angeles, California.

**MID MONTH MEETING AGENDA<sup>3</sup>**

**NOVEMBER 15, 2005**  
9:00 a.m. – 10:30 p.m.  
(or upon completion of business)

PLEASE NOTE: ALL TIMES ARE APPROXIMATE AND ARE SUBJECT TO CHANGE

**PUBLIC SESSION OF THE STATE PERSONNEL BOARD**

**(9:00 a.m. – 9:30 a.m.)**

1. **ROLL CALL**
2. **REPORT OF THE EXECUTIVE OFFICER – Floyd D. Shimomura**
3. **REPORT OF THE CHIEF COUNSEL – Elise Rose**
4. **NEW BUSINESS**

Items may be raised by Board Members for scheduling and discussion for future meetings.

5. **REPORT ON LEGISLATION – Sherry Hicks**

The Board may be asked to adopt a position with respect to the bills listed on the legislation memorandum attached hereto.

**CLOSED SESSION OF THE STATE PERSONNEL BOARD**

**(9:30 a.m. – 10:15 a.m.)**

6. **DELIBERATION ON ADVERSE ACTIONS, DISCRIMINATION COMPLAINTS, AND OTHER PROPOSED DECISIONS SUBMITTED BY ADMINISTRATIVE LAW JUDGES**

Deliberations on matters submitted at prior hearing; on proposed, rejected, remanded, and submitted decisions; petitions for rehearing; and other matters related to cases heard by administrative law judges of the State Personnel Board or by the Board itself. [Government Code Sections 11126 (d), and 18653 (2).]

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<sup>3</sup> The Agenda for the Board can be obtained at the following internet address:  
<http://www.spb.ca.gov/calendar.htm>

**7. PENDING LITIGATION**

Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial.  
[Government Code sections 11126(e)(1) and 18653.]

State Personnel Board v. Department of Personnel Administration,  
California Supreme Court Case No. S119498.

State Personnel Board v. California State Employees Association,  
California Supreme Court Case No. S122058.

Connerly v. State Personnel Board, California Supreme Court,  
Case No. S125502.

International Union of Operating Engineers v. State Personnel Board,  
Public Employment Relations Board (PERB) Case No. SA-CE-1295-S.

State Compensation Ins. Fund v. State Personnel Board/CSEA,  
Sacramento Superior Court No. 04CS00049.

SEIU Local 1000 (CSEA) v. State Personnel Board,  
Sacramento Superior Court No. 05CS00374.

The Copley Press, Inc. v. San Diego Superior Court,  
California Supreme Court No. S128603.

Union of American Physicians and Dentists v. Department of Corrections, et al.,  
United States District Court, Northern District of California.

**8. RECOMMENDATIONS TO THE LEGISLATURE**

Deliberations on recommendations to the legislature.  
[Government Code section 18653.]

**9. RECOMMENDATIONS TO THE GOVERNOR**

Deliberations on recommendations to the Governor.  
[Government Code section 18653.]

**PUBLIC SESSION OF THE STATE PERSONNEL BOARD**

**(10:15 a.m. – Onwards)**

10. **DISCUSSION OF COMING BOARD MEETING SCHEDULE OF DECEMBER 6-7, 2005, IN SACRAMENTO, CALIFORNIA**

**BOARD ACTIONS:**

11. **ADOPTION OF THE STATE PERSONNEL BOARD SUMMARY MINUTES OF OCTOBER 18, 2005**
12. **EVIDENTIARY CASES** - (See Case Listings on Page 9-13)
13. **RESOLUTION EXTENDING TIME UNDER GOVERNMENT CODE SECTION 18671.1 EXTENSION** - (See Agenda Page 21-22)
14. **NON-EVIDENTIARY CASES** - (See Case Listings on Page 13-18)
15. **NON-HEARING CALENDAR**

The following proposals are made to the State Personnel Board by either the Board staff or Department of Personnel Administration staff. It is anticipated that the Board will act on these proposals without a hearing.

Anyone with concerns or opposition to any of these proposals should submit a written notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act (Government Code section 18500 et seq.) and Article VII, California Constitution. Matters within the Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination, and equal employment opportunity. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Wednesday before the Board meeting at which the proposal is scheduled. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend the Board either act on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

**A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.**

NONE

**B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION CONCUR WITH THE ABOLISHMENT OF THESE CLASSES.**

CLASSIFICATION	CLASS CODE	EE' ORG. NOTICED DATE	DEPT. NOTICED DATE	CBID	SPEC. REV
ALCOHOL PROGRAM ADMINISTRATOR	8364	9/15/2005		M01	
CHIEF, GOVERNMENTAL AFFAIRS OFFICE, STATE ENERGY RESOURCES CONSERVATION AND DEVELOPMENT COMMISSION	4732	9/15/2005		M01	
MANAGER III STATE COMPENSATION INSURANCE FUND	9306	9/15/2005		M01	Yes
MANAGER IV, STATE COMPENSATION INSURANCE FUND	9312	9/15/2005		M01	Yes
ASSISTANT DIVISION CHIEF/REGIONAL EXECUTIVE OFFICER, WATER RESOURCES CONTROL BOARD	3262	9/15/2005		M09	
CHIEF, COMPLIANCE DIVISION, AIR RESOURCES BOARD	4168	9/15/2005		M09	
DIVISION CHIEF, DEPARTMENT OF TOXIC SUBSTANCES CONTROL	3834	9/15/2005		M09	Yes
PRINCIPAL ARCHITECT, HEALTH FACILITIES	4118	9/15/2005		M09	
ASSISTANT DIRECTOR OF CHILD DEVELOPMENT	2830	9/15/2005		M21	Pending
CAREER-VOCATIONAL EDUCATION ADMINISTRATOR II	2724	9/15/2005		M21	Pending
EDUCATION ADMINISTRATOR II	2658	9/15/2005		M21	Pending
EDUCATION RESEARCH AND EVALUATION ADMINISTRATOR II	2639	9/15/2005		M21	Pending
ADMINISTRATIVE SERVICE OFFICER II	4580	9/15/2005		S01	
AREA OFFICE ADMINISTRATOR PROPERTY TAX DIVISION	5007	9/15/2005		S01	
PAYROLL SERVICES SUPERVISOR I	1310	9/15/2005		S01	
PROGRAM SUPERVISOR FRUIT AND VEGETABLE QUALITY CONTROL	0045	9/15/2005		S01	
CHIEF PUBLIC HEALTH VETERINARIAN	0260	9/15/2005		S10	
SUPERVISING STENOGRAPHER I	1250	9/15/2005		S04	Yes
SENIOR INSURANCE COMPLIANCE OFFICER (SUPERVISOR), DEPARTMENT OF INSURANCE	8574	9/15/2005		S07	Yes
SENIOR MOTOR VEHICLE POLLUTION CONTROL ENGINEER	3808	9/15/2005		S09	
FIELD REPRESENTATIVE, SCHOOL ADMINISTRATION (SUPERVISORY)	2585	9/15/2005		S21	Pending

SOCIAL SERVICE ADMINISTRATOR II	9406	9/15/2005		S19	Yes
CHIEF, MICROBIAL DISEASES LABORATORY BRANCH	7757	9/15/2005		S10	

**16. STAFF CALENDAR ITEMS FOR BOARD INFORMATION**

**NONE**

**17. CAREER EXECUTIVE ASSIGNMENT (CEA) CATEGORY ACTIVITY**

This section of the Agenda serves to inform interested individuals and departments of proposed and approved CEA position actions.

The first section lists position actions that have been proposed and are currently under consideration.

Any parties having concerns with the merits of a proposed CEA position action should submit their concerns in writing to the Classification and Compensation Division of the Department of Personnel Administration, the Merit Employment and Technical Resources Division of the State Personnel Board, and the department proposing the action.

To assure adequate time to consider objections to a CEA position action, issues should be presented immediately upon receipt of the State Personnel Board Agenda in which the proposed position action is noticed as being under consideration, and generally no later than a week to ten days after its publication.

In cases where a merit issue has been raised regarding a proposed CEA position action and the dispute cannot be resolved, a hearing before the five-member Board may be scheduled. If no merit issues are raised regarding a proposed CEA position action, and it is approved by the State Personnel Board, the action becomes effective without further action by the Board.

The second section of this portion of the Agenda reports those position actions that have been approved. They are effective as of the date they were approved by the Executive Officer of the State Personnel Board.

**A. REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS CURRENTLY UNDER CONSIDERATION**

**DEPUTY COMMISSIONER, CREDIT UNION DIVISION**

The Department of Financial Institutions proposes to allocate the above position to the CEA category. The Deputy Commissioner is responsible for the policy development and implementation, management and operations of the Department of Financial Institutions' Credit Union Division.



**DEPUTY DIRECTOR, OFFICE OF PROBLEM GAMBLING**

The Department of Alcohol and Drug Programs proposes to allocate the above position to the CEA category. The Deputy Director is responsible for the effective management, planning, direction, oversight, and policy development of statewide strategies to address the dynamically evolving needs of problem gambling, including intervention, prevention, and treatment services.

**B. EXECUTIVE OFFICER DECISIONS REGARDING REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS**

**CHIEF, MENTAL HEALTH EDUCATION AND TRAINING BRANCH**

The Department of Mental Health's proposal to establish the above position to the CEA category has been approved effective September 29, 2005 for a period of twenty-four months.

**CHIEF COUNSEL, OFFICE OF LEGAL AFFAIRS**

The Department of Developmental Services proposal to establish the above position to the CEA category has been approved effective October 24, 2005.

**18. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, & OTHER APPEALS**

Deliberations to consider matter submitted at prior hearing. [Government Code sections 11126(d), 18653.]

**19. WRITTEN STAFF REPORT FOR BOARD INFORMATION**

**ANNUAL CENSUS OF EMPLOYEES IN THE STATE CIVIL SERVICE, 2004-2005 FISCAL YEAR**

Government Code sections 19237, 19405, 19705, 19792.5(b) and 19793 require the State Personnel Board to provide the Governor and Legislature with an Annual Report regarding the state civil service workforce. This report covers the 2004-05 fiscal year. SPB staff is requesting the Board to approve this report for submission to the Governor and the Legislature.

**20. PRESENTATION OF EMERGENCY ITEMS AS NECESSARY**

**21. BOARD ACTIONS ON SUBMITTED ITEMS - (See Agenda - Page 19-20)**

These items have been taken under submission by the State Personnel Board at a prior meeting and may be before the Board for a vote at this meeting. This list does not include evidentiary cases, as those cases are listed separately by category on this agenda under Evidentiary Cases.

**A D J O U R N M E N T**

## 12. EVIDENTIARY CASES

The Board Administrative Law Judges conduct evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

### A. BOARD CASES SUBMITTED

These items have been taken under submission by the State Personnel Board at a prior meeting. Cases that are before the Board for vote will be provided under separate cover.

(1) **PATRICK BRASS, CASE NO. 04-1952A**

Appeal from dismissal

**Classification:** Youth Correctional Counselor

**Department:** Department of the Youth Authority

Proposed decision rejected July 26, 2005

Transcript prepared

Oral argument heard November 1, 2005, San Diego

Case ready for decision by FULL Board

(2) **GARY GARFINKEL, CASE NO. 98-3128RBA**

Appeal for determination of back salary, benefits and interest

**Classification:** Deputy Attorney General IV

**Department:** Department of Justice

Proposed decision rejected July 13, 2005

Transcript prepared

Pending oral argument October 3, 2005, Sacramento

Oral argument continued

Oral argument heard November 1, 2005, San Diego

Case ready for decision by FULL Board

(3) **MARK SAMORA, CASE NO. 04-3041A**

Appeal from dismissal

**Classification:** Information Technology Consultant

**Department:** California State University, Los Angeles

Proposed decision rejected July 13, 2005

Transcript prepared

Oral argument heard October 3, 2005, Sacramento

Case ready for decision by FULL Board

**B. CASES PENDING**

**ORAL ARGUMENTS**

These cases are on calendar to be argued at this meeting or to be considered by the Board in closed session based on written arguments submitted by the parties.

**NONE**

**C. CHIEF COUNSEL RESOLUTIONS**

**NONE**

**COURT REMANDS**

This case has been remanded to the Board by the court for further Board action.

**NONE**

**STIPULATIONS**

These stipulations have been submitted to the Board for Board approval, pursuant to Government Code, section 18681.

**NONE**

**D. ADMINISTRATIVE LAW JUDGE'S (ALJ) PROPOSED DECISIONS**

**PROPOSED DECISIONS**

These are ALJ proposed decisions submitted to the Board for the first time.

**(1) DAVID PHIPPS, CASE NO. 05-1387**

Appeal from dismissal

**Classification:** Heavy Truck Driver

**Department:** Department of General Services

**(2) MICHAEL ROBERSON, CASE NO. 05-0081**

Appeal from dismissal

**Classification:** Youth Correctional Officer (Permanent Intermittent)

**Department:** Department of the Youth Authority

- (3) **FRANCES SILVA, CASE NO. 05-1884**  
Appeal from five percent reduction in salary for six months  
**Classification:** Manager III  
**Department:** Department of Motor Vehicles
- (4) **GREGORY D. VONBEULWITZ, CASE NO. 05-2179**  
Appeal from 45 workdays suspension and transfer  
**Classification:** Digital Print Operator II  
**Department:** Department of Transportation

**Proposed Decisions Taken Under Submission At Prior Meeting**

These are ALJ proposed decisions taken under submission at a prior Board meeting, for lack of majority vote or other reason.

**NONE**

**PROPOSED DECISIONS AFTER BOARD REMAND**

- (1) **PRECILLA CALAUNAN, CASE NO. 05-1737R**  
Appeal from dismissal  
**Classification:** Psychiatric Technician Assistant  
**Department:** Department of Developmental Services
- (2) **RUDY CHAVEZ & FELIPE RODRIGUEZ**  
**CASE NOS. 05-1649R & 05-1873R**  
Appeal from terminations of Limited Term Appointments  
**Classification:** Pre-Licensed Psychiatric Technician & Psychiatric Technician Assistant  
**Department:** Department of Developmental Services

**PROPOSED DECISIONS AFTER SPB ARBITRATION**

**NONE**

**E. PETITIONS FOR REHEARING**

**ALJ PROPOSED DECISIONS ADOPTED BY THE BOARD**

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

- (1) **TIMOTHY DURNIN, CASE NO. 05-0896P**  
Complaint of whistleblower retaliation  
**Classification:** Director of Outreach and Retention  
**Department:** Allan Hancock College, Santa Maria

- (2) **LAURENDA GEORGE , CASE NO. 05-0831P**  
Complaint of whistleblower retaliation  
**Classification:** Associate Personnel Analyst  
**Department:** Office of the State Controller

**WHISTLEBLOWER NOTICE OF FINDINGS**

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a Notice of Findings issued by the Executive Officer under Government Code, section 19682 et seq. and Title 2, California Code of Regulations, section 56 et seq.

**NONE**

**F. PENDING BOARD REVIEW**

These cases are pending preparation of transcripts, briefs, or the setting of oral argument before the Board.

- (1) **LINDA DEOS, CASE NO. 05-0434A**  
Appeal from dismissal  
**Classification:** Staff Counsel III (Specialist)  
**Department:** Employment Development Department

Proposed decision rejected August 30, 2005  
Transcript prepared  
Oral argument cancelled, pending settlement

- (2) **EDUARDO PEREZ, CASE NO. 05-0763A**  
Appeal from five percent reduction in salary for six months  
**Classification:** Parole Agent I (Adult Parole)  
**Department:** Department of Corrections

Proposed decision rejected November 1, 2005  
Pending transcript

**(3) KIM RITTENHOUSE, CASE NOS. 03-3541A & 03-3542E**

Appeal from denial of reasonable accommodation  
and from constructive medical termination

**Classification:** Office Technician (General)

**Department:** Department of Fish and Game

Proposed decision rejected May 18, 2004

Pending oral argument October 3, 2005, Sacramento

Oral argument continued

Pending oral argument December 6-7, 2005, San Francisco

Oral argument cancelled, appeals withdrawn

**14. NON-EVIDENTIARY CASES**

**A. WITHHOLD APPEALS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

**WITHHOLD FROM CERTIFICATION**  
**CASES HEARD BY A STAFF HEARING OFFICER**

NONE

**WITHHOLD FROM CERTIFICATION**  
**CASES NOT HEARD BY A STAFF HEARING OFFICER**

**(1) PHILLIP ACOSTA, CASE NO. 04-2565**

**Classification:** Correctional Officer

**Department:** California Department of Corrections

**Issue:** Suitability; furnished inaccurate and omitted pertinent information.

**(2) CHRISTIANE ALIDON, CASE NO. 05-1461**

**Classification:** Correctional Officer

**Department:** Corrections

**Issue:** Suitability; negative employment record and omitting pertinent information.

**(3) SHANA BARON, CASE NO. 04-2583**

**Classification:** Correctional Officer

**Department:** Corrections

**Issue:** Suitability; based on past employment.

- (4) **KEVIN BROWN, CASE NO. 05-1420**  
**Classification:** Correctional Officer  
**Department:** Corrections  
**Issue:** Suitability; furnished inaccurate information and illegal drug activity.
- (5) **CARMEN ESPARZA, CASE NO. 05-0424**  
**Classification:** Correctional Officer  
**Department:** Corrections  
**Issue:** Suitability; because of her past relationship with an inmate
- (6) **DANIEL FORWARD, CASE NO. 04-2595**  
**Classification:** Correctional Officer  
**Department:** Corrections  
**Issue:** The appellant furnished inaccurate information or omitted pertinent information during the selection process.
- (7) **DAVID GARABEDIAN, CASE NO. 05-0590**  
**Classification:** Correctional Officer  
**Department:** Corrections  
**Issue:** Omitted pertinent information.
- (8) **CHARLES HAMPTON, CASE NO. 05-0844**  
**Classification:** Correctional Officer  
**Department:** Corrections  
**Issue:** Suitability; negative employment record and omitting pertinent information.
- (9) **LISHA LATRELL HARDY, CASE NO. 04-2720**  
**Classification:** Correctional Officer  
**Department:** Corrections  
**Issue:** Suitability; her marriage to a parolee would be a conflict of interest.
- (10) **LOUIS HURD III, CASE NO. 04-0334**  
**Classification:** Correctional Officer  
**Department:** Corrections  
**Issue:** Suitability; felony conviction.
- (11) **LISA LOPEZ, CASE NO. 04-2856**  
**Classification:** Correctional Officer  
**Department:** Corrections  
**Issue:** Suitability; negative driving record and omitting pertinent information.

- (12) **ROSEANNE LOVATO, CASE NO. 04-2337**  
**Classification:** Motor Vehicle Field Representative  
**Department:** Department of Motor Vehicles  
**Issue:** Moral turpitude, unsuitable for employment.
- (13) **BRENT MARQUARDT, CASE NO. 04-1840**  
**Classification:** Correctional Officer  
**Department:** Corrections  
**Issue:** Suitability; furnished inaccurate information, negative employment record.
- (14) **HECTOR NATT, CASE NO. 04-3011**  
**Classification:** Correctional Officer  
**Department:** Corrections  
**Issue:** Suitability; failed to provide proof of GED completion.
- (15) **JOE RIVAS, CASE NO. 04-2425**  
**Classification:** Public Safety Dispatcher II  
**Department:** California Highway Patrol  
**Issue:** Suitability; furnished inaccurate and omitted pertinent information, negative employment record.
- (16) **RUBEN SERRATO, CASE NO. 05-1167**  
**Classification:** Correctional Officer  
**Department:** Corrections  
**Issue:** Appellant failed to provide information to CDC
- (17) **JOHN TRUMBULL, CASE NO. 04-1995**  
**Classification:** Correctional Officer  
**Department:** Corrections  
**Issue:** Suitability and firearm prohibition.
- (18) **STEVEN WARD, CASE NO. 04-2883**  
**Classification:** Correctional Officer  
**Department:** Corrections  
**Issue:** Suitability; negative employment record.
- (19) **JODY WILLIAMS, CASE NO. 04-0808**  
**Classification:** Correctional Officer  
**Department:** Corrections  
**Issue:** Suitability; failure to disclose pertinent information during the selection process.



**B. MEDICAL AND PSYCHOLOGICAL SCREENING APPEALS**

Cases heard by a Staff Hearing Panel comprised of a managerial staff member of the State Personnel Board and a medical professional. The Board will be presented recommendations by a Hearing Panel on each appeal.

**NONE**

**C. EXAMINATION APPEALS  
MINIMUM QUALIFICATIONS  
MERIT ISSUE COMPLAINTS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

**EXAMINATION APPEALS**

**NONE**

**MINIMUM QUALIFICATIONS**

**NONE**

**MERIT ISSUE COMPLAINTS**

**NONE**

**D. RULE 211 APPEALS  
RULE 212 OUT OF CLASS APPEALS  
VOIDED APPOINTMENT APPEALS**

Cases heard by a Staff Hearing Officer, or a managerial staff member of the State Personnel Board. The Board will be presented recommendations by a Staff Hearing Officer for final decision on each appeal.

**NONE**

**E. REQUEST TO FILE CHARGES CASES**

Investigated by Appeals Division staff. The Board will be presented recommendations by Appeals Division staff for final decision on each request.

- (1) KARIN CHEN, CASE NO. 04-1194**  
**Classification:** Office Technician (Typing)  
**Department:** Department of Transportation  
**Issue:** The charging party requests to file charges against the charged parties for violations of various subsections of Government Code section 19572.
- (2) FRANCIS LABLANC, CASE NO. 04-1650**  
**Classification:** Civilly committed offender at ASH  
**Department:** Mental Health  
**Issue:** The charging party requests charges be filed against the charged party for violations of subsections of Government Code section 19572.
- (3) EDDIE MARTINEZ, CASE NO. 04-3021**  
**Classification:** Civilly committed offender at ASH  
**Department:** Mental Health  
**Issue:** The charging party requests charges be filed against the charged party for violations of various subsections of Government Code section 19572.
- (4) DIANE MORONI, CASE NO. 04-2983**  
**Classification:** Housing and Community Development Representative II  
**Department:** Housing & Community Development  
**Issue:** The charging party requests that charges be filed against the charged party for a violation of a subsection of Government Code, section 19572.
- (5) ALINE POTTS, CASE NO. 04-2434**  
**Classification:** Criminal Intelligence Specialist I  
**Department:** Justice  
**Issue:** The charging party requests that charges are filed against the charged party for violations of various subsections of Government Code, section 19572.

- (6) **WARREN ROSE, CASE NO. 04-3016**  
**Classification:** Patient at Atascadero State Hospital  
**Department:** Mental Health  
**Issue:** The charging party requests that charges are filed against the charged party for violations of various subsections of Government Code, section 19572.
- (7) **FRANK SUMAHIT, CASE NO. 04-2436**  
**Classification:** Civilly committed offender at ASH  
**Department:** Mental Health  
**Issue:** The charging party requests charges be filed against the charged party for violations of subsections of Government Code section 19572.
- (8) **ROBERT WASHBURN, CASE NO. 04-2440**  
**Classification:** Civilly committed offender at ASH  
**Department:** Mental Health  
**Issue:** The charging party requests charges be filed against the charged party for violations of subsections of Government Code section 19572.
- (9) **WILLIAM WILSON, CASE NO. 04-2898**  
**Classification:** Patient at Atascadero State Hospital  
**Department:** Mental Health  
**Issue:** The charging party requests that charges are filed against the charged party for violations of various subsections of Government Code, section 19572.

**PETITIONS FOR REHEARING CASES**

- (10) **GERALD WILLIAMS, CASE NO. 04-1784P**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections  
**Issues:** The appellant states that the State Personnel Board (SPB) denied him due process in his original hearing. The appellant is concerned that the Board's decision may prejudice the outcome of an appeal hearing to decide his right to reinstatement to a Correctional Officer position.

**SUBMITTED**

**1. TEACHER STATE HOSPITAL (SEVERELY), ETC.**

Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)

**2. VOCATIONAL INSTRUCTOR (SAFETY)(VARIOUS SPECIALTIES)**

Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)

**3. TELEVISION SPECIALIST (SAFETY)**

The Department of Corrections proposes to establish the new classification Television Specialist (Safety) by using the existing Television Specialist class specification and adding "Safety" as a parenthetical to recognize the public aspect of their job, additional language will be added to the Typical Tasks section of the class specification and a Special Physical Characteristics section will be added. (Presented to Board March 4, 2003.)

**4. HEARING – Personal Services Contract #04-03**

Appeal of the California State Employees Association from the Executive Officer's April 15, 2004, Approval of Master Contracts between the California Department of Corrections and Staffing Solutions, CliniStaff, Inc., Staff USA, Inc., CareerStaff Unlimited, MSI International, Inc., Access Medical Staffing & Service, Drug Consultants, Infinity Quality Services Corporation, Licensed Medical Staffing, Inc., Morgan Management Services, Inc., Asereth Medical Services, and PrideStaff dba Rx Relief. (Hearing held August 12, 2004.)

**5. HEARING**

Proposed new and revised State Personnel Board Regulations effecting equal opportunity, discrimination complaints and reasonable accommodation policies and procedures. (Hearing held July 7, 2004.)

**6. HEARING – PERSONAL SERVICES CONTRACT # 05-07**

Appeal of Department of General Services (DGS) from the Executive Officer's April 22, 2005 Disapproval of a Proposed Three-Year Cost-Savings Contract with American Building Maintenance janitorial Services for Custodial Services for the Franchise Tax Board. (Hearing held August 9, 2005)

**7. HEARING**

Proposed Revisions to Whistleblower Retaliation Complaint Regulations (Title 2, C.C.R., section 56 et. seq.) (Hearings held on September 20, 2005 and October 3, 2005)

**8. HEARING**

Proposed Revisions to Discovery Regulations in Evidentiary Hearings Regulations (Title 2, C.C.R., section 57 et. seq.) (Hearings held on September 20, 2005 and October 3, 2005)

**9. PATRICK BRASS, CASE NO. 04-1952A.**

Appeal from dismissal. Youth Correctional Counselor. Department of the Youth Authority. (Oral Argument heard November 1, 2005)

**10. GARY GARFINKLE, CASE NO. 98-3128RBA.**

Appeal for determination of back salary, benefits and interest. Deputy Attorney General IV. Department of Justice. (Oral Argument heard November 1, 2005)

**NOTICE OF GOVERNMENT CODE SECTION 18671.1 RESOLUTION**

Since Government Code section 18671.1 requires that cases pending before State Personnel Board Administrative Law Judges (ALJ's) be completed within six months or no later than 90 days after submission of a case, whichever is first, absent the publication of substantial reasons for needing an additional 45 days, the Board hereby publishes its substantial reasons for the need for the 45-day extension for some of the cases now pending before it for decision.

An additional 45 days may be required in cases that require multiple days of hearings, that have been delayed by unusual circumstances, or that involve any delay generated by either party (including, but not limited to, submission of written briefs, requests for settlement conferences, continuances, discovery disputes, pre-hearing motions). In such cases, six months may be inadequate for the ALJ to hear the entire case, prepare a proposed decision containing the detailed factual and legal analysis required by law, and for the State Personnel Board to review the decision and adopt, modify or reject the proposed decision within the time limitations of the statute.

Therefore, at its next meeting, the Board will issue the attached resolution extending the time limitation by 45 days for all cases that meet the above criteria, and that have been before the Board for less than six months as of the date of the Board meeting.

**GOVERNMENT CODE SECTION 18671.1 RESOLUTION**

**WHEREAS**, Section 18671.1 provides that, absent waiver by the appellant, the time period in which the Board must render its decision on a petition pending before it shall not exceed six months from the date the petition was filed or 90 days from the date of submission; and

**WHEREAS**, Section 18671.1 also provides for an extension of the time limitations by 45 additional days if the Board publishes substantial reasons for the need for the extension in its calendar prior to the conclusion of the six-month period; and

**WHEREAS**, the Agenda for the instant Board meeting included an item titled "Notice of Government Code section 18671.1 Resolution" which sets forth substantial reasons for utilizing that 45-day extension to extend the time to decide particular cases pending before the Board;

**WHEREAS**, there are currently pending before the Board cases that have required multiple days of hearing and/or that have been delayed by unusual circumstances or by acts or omissions of the parties themselves;

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the time limitations set forth in Government Code section 18671.1 are hereby extended an additional 45 days for all cases that have required multiple days of hearing or that have been delayed by acts or omissions of the parties or by unusual circumstances and that have been pending before the Board for less than six months as of the date this resolution is adopted.

\* \* \* \* \*



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(Cal. 11/15/05;)

TO: Members  
State Personnel Board

FROM: State Personnel Board - Legislative Office

SUBJECT: LEGISLATION

There is no written legislative report at this time. I will give a verbal presentation on any legislative action that has taken place that will be of interest to the Board.

Please contact me directly should you have any questions or comments regarding any bills that you may have an interest in. I can be reached at (916) 653-0453.

  
Sherry Hicks  
Director of Legislation

Attachment



**STATE PERSONNEL BOARD**

**NON-HEARING CALENDAR**

**RE: BOARD DATE NOVEMBER 15, 2005**

(Cal. 11/15/05;)

**MEMO TO :** STATE PERSONNEL BOARD

**FROM :** KAREN COFFEE, Chief, Merit Employment and  
Technical Resources Division

**SUBJECT :** Non-Hearing Calendar Items for Board Action

The staff has evaluated these items and recommend the following actions be taken:

**A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.**

**NONE**

**B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION CONCUR WITH THE ABOLISHMENT OF THESE CLASSES.**

CLASSIFICATION	CLASS CODE	EE' ORG. NOTICED DATE	DEPT. NOTICED DATE	CBID	SPEC. REV
ALCOHOL PROGRAM ADMINISTRATOR	8364	9/15/2005	10/6/2005	M01	
CHIEF, GOVERNMENTAL AFFAIRS OFFICE, STATE ENERGY RESOURCES CONSERVATION AND DEVELOPMENT COMMISSION	4732	9/15/2005	10/6/2005	M01	
MANAGER III STATE COMPENSATION INSURANCE FUND	9306	9/15/2005	10/6/2005	M01	Yes
MANAGER IV, STATE COMPENSATION INSURANCE FUND	9312	9/15/2005	10/6/2005	M01	Yes
ASSISTANT DIVISION CHIEF/REGIONAL EXECUTIVE OFFICER, WATER RESOURCES CONTROL BOARD	3262	9/15/2005	10/6/2005	M09	
CHIEF, COMPLIANCE DIVISION, AIR RESOURCES BOARD	4168	9/15/2005	10/6/2005	M09	
DIVISION CHIEF, DEPARTMENT OF TOXIC SUBSTANCES CONTROL	3834	9/15/2005	10/6/2005	M09	Yes
PRINCIPAL ARCHITECT, HEALTH FACILITIES	4118	9/15/2005	10/6/2005	M09	
ASSISTANT DIRECTOR OF CHILD DEVELOPMENT	2830	9/15/2005	10/6/2005	M21	Pending
CAREER-VOCATIONAL EDUCATION ADMINISTRATOR II	2724	9/15/2005	10/6/2005	M21	Yes
EDUCATION ADMINISTRATOR II	2658	9/15/2005	10/6/2005	M21	Yes

EDUCATION RESEARCH AND EVALUATION ADMINISTRATOR II	2639	9/15/2005	10/6/2005	M21	Yes
ADMINISTRATIVE SERVICE OFFICER II	4580	9/15/2005	10/6/2005	S01	
AREA OFFICE ADMINISTRATOR PROPERTY TAX DIVISION	5007	9/15/2005	10/6/2005	S01	
PAYROLL SERVICES SUPERVISOR I	1310	9/15/2005	10/6/2005	S01	
PROGRAM SUPERVISOR FRUIT AND VEGETABLE QUALITY CONTROL	0045	9/15/2005	10/6/2005	S01	
CHIEF PUBLIC HEALTH VETERINARIAN	0260	9/15/2005	10/6/2005	S10	
SUPERVISING STENOGRAPHER I	1250	9/15/2005	10/6/2005	S04	Yes
SENIOR INSURANCE COMPLIANCE OFFICER (SUPERVISOR), DEPARTMENT OF INSURANCE	8574	9/15/2005	10/6/2005	S07	Yes
SENIOR MOTOR VEHICLE POLLUTION CONTROL ENGINEER	3808	9/15/2005	10/6/2005	S09	
FIELD REPRESENTATIVE, SCHOOL ADMINISTRATION (SUPERVISORY)	2585	9/15/2005	10/6/2005	S21	Yes
SOCIAL SERVICE ADMINISTRATOR II	9406	9/15/2005	10/6/2005	S19	Yes
CHIEF, MICROBIAL DISEASES LABORATORY BRANCH	7757	9/15/2005	10/6/2005	S10	

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**CALIFORNIA STATE PERSONNEL BOARD**  
**SPECIFICATION**

WORKERS' COMPENSATION INSURANCE SUPERVISOR AND MANAGER,  
STATE COMPENSATION INSURANCE FUND  
Series Specification  
(Established April 9, 1981)

SCOPE

This series specification describes supervisory and management job classifications in the State Compensation Insurance Fund.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
WH60	9334	Workers' Compensation Insurance Supervisor I
WH58	9335	Workers' Compensation Insurance Supervisor II
WH50	9310	Manager I, State Compensation Insurance Fund
WH40	9309	Manager II, State Compensation Insurance Fund
WH35	9306	<del>Manager III, State Compensation Insurance Fund</del>
WH30	9312	<del>Manager IV, State Compensation Insurance Fund</del>

DEFINITION OF SERIES

Positions in the Workers' Compensation Insurance Supervisor and Manager, State Compensation Insurance Fund, classes are designated as supervisory or managerial. Positions are either: (1) managerial, having significant responsibility for formulating or administering agency policies and programs; or (2) supervisory, performing duties which are substantially different from those of subordinates, and having authority, in the interest of management to: hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibly direct their work, or adjust their grievances, or effectively recommend such actions. Lead positions are not appropriate for allocation to this series.

A major purpose of this generalist series is to promote the development of a reservoir of knowledge and skills for the execution and development of Fund insurance administrative policies and procedures; therefore, incumbents in positions at each level in this series are expected to be able to perform in any position at that level as a necessary part of the State Fund's Management Development Plan. During tenure in the Workers' Compensation Insurance Supervisor II and the Manager I or II, State Compensation Insurance Fund, classes, each incumbent may be assigned to two or more different positions in district or Home Office programs.

ENTRY LEVEL

Entry into this series is primarily from lower or parallel classes in the Workers' Compensation Insurance Technician, Workers' Compensation Insurance Representative, Workers' Compensation Claims Adjuster, or Workers' Compensation Payroll Auditor classification series, or from classes of comparable levels in the Department which provide a broad

Workers' Compensation Insurance Supervisor and Manager,  
State Compensation Insurance Fund, Series

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knowledge of the operations and practices of the State Compensation Insurance Fund.

FACTORS AFFECTING POSITION ALLOCATION

The scope and volume of services provided by units subordinate to the position, degree, and level of administrative and supervisory responsibilities, scope, and complexity of programs administered, independence of action, level of decision-making authority, supervision received, responsibility for program and policy implementation, and impact of the position on the programs, policies, and achievement of the objectives of the Fund. Where State Fund positions may be appropriately allocated to specialized class series, such as in the areas of information systems, business services, human resources, training, auditing, and accounting, the levels of these positions in the Manager, State Compensation Insurance Fund, series will be consistent with those of similar positions elsewhere in State service.

DEFINITION OF LEVELS

WORKERS' COMPENSATION INSURANCE SUPERVISOR I

Positions allocated to this class are typically first-line supervisors of units performing work allocated to the Workers' Compensation Insurance Technician or Workers' Compensation Payroll Auditor classes.

WORKERS' COMPENSATION INSURANCE SUPERVISOR II

Positions allocated to this class typically are first- or second-level supervisors of units performing work allocated to the Workers' Compensation Payroll Auditor, Senior Workers' Compensation Payroll Auditor, Workers' Compensation Insurance Representative, Senior Workers' Compensation Insurance Representative, Workers' Compensation Claims Adjuster, or Senior Workers' Compensation Claims Adjuster classes.

MANAGER I, STATE COMPENSATION INSURANCE FUND

Positions allocated to this class are typically first- or second-level supervisors of units performing work allocated to the Workers' Compensation Payroll Auditor, Senior Workers' Compensation Payroll Auditor, Workers' Compensation Insurance Representative, Senior Workers' Compensation Insurance Representative, Workers' Compensation Claims Adjuster, or Senior Workers' Compensation Claims Adjuster classes.

Workers' Compensation Insurance Supervisor and Manager,  
State Compensation Insurance Fund, Series

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MANAGER II, STATE COMPENSATION INSURANCE FUND

Positions allocated to this class are typically managers of a major program component within district offices, staff departments, or other organizational units with equivalent responsibility, and typically report to a higher-level manager in the series.

~~MANAGER III, STATE COMPENSATION INSURANCE FUND~~

~~Positions allocated to this class are typically managers of small to medium sized district offices, staff departments, or other organizational units with equivalent responsibility.~~

~~MANAGER IV, STATE COMPENSATION INSURANCE FUND~~

~~Positions allocated to this class are typically managers of large district offices or managers of staff departments with equivalent responsibility.~~

MINIMUM QUALIFICATIONS

WORKERS' COMPENSATION INSURANCE SUPERVISOR I

Either I

One year of experience in the California state service performing duties in a class with a level of responsibility not less than that of a Workers' Compensation Claims Adjuster, Range B; or a Workers' Compensation Insurance Representative, Range B; or a Workers' Compensation Payroll Auditor, Range B. (Applicants who have completed nine months of the required experience will be admitted to the examination but must complete the required experience before they will be eligible for appointment.)

Or II

Three years of experience in the California state service performing duties in a class with a level of responsibility not less than that of a Workers' Compensation Insurance Technician, Range B. (Applicants who have completed 30 months of the required experience will be admitted to the examination but must complete the required experience before they will be eligible for appointment.)

Or III

Three years of experience in professional workers' compensation broker, loss control, underwriting, claims adjusting, vocational rehabilitation, claims field investigation, or premium auditing. One year of the required experience must have been in a supervisory or managerial capacity. (Experience in the California state service applied toward this pattern must include at least one year of experience performing the duties of a class with a level of responsibility equivalent to that of a Workers' Compensation Claims Adjuster, Range B; or a Workers' Compensation Insurance Representative, Range B; or a Workers' Compensation Payroll Auditor,

Workers' Compensation Insurance Supervisor and Manager,  
State Compensation Insurance Fund, Series

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Range B; or three years of experience performing the duties of a class with a level of responsibility equivalent to that of a Workers' Compensation Insurance Technician, Range B.)

WORKERS' COMPENSATION INSURANCE SUPERVISOR II

Either I

One year of experience in the California state service performing duties in a class with a level of responsibility not less than that of a Workers' Compensation Insurance Supervisor I; or a Workers' Compensation Insurance Representative, Range C; or a Workers' Compensation Claims Adjuster, Range C; or a Senior Workers' Compensation Payroll Auditor. (Applicants at the Workers' Compensation Insurance Supervisor I; or Workers' Compensation Claims Adjuster, Range C; or Workers' Compensation Insurance Representative, Range C; or Senior Workers' Compensation Payroll Auditor level, who have completed nine months of the required experience, will be admitted to the examination but must complete the required experience before they will be eligible for appointment.)

Or II

Four years of experience in professional workers' compensation broker, loss control, underwriting, claims adjustment, vocational rehabilitation, claims field investigation, payroll auditing, or administrative support services. One year of the required experience must have been in a supervisory or managerial capacity. (Experience in the California state service applied toward this pattern must include at least one year of experience performing the duties of a class with a level of responsibility equivalent to that of a Workers' Compensation Insurance Supervisor I, or a Senior Workers' Compensation Insurance Representative, or a Senior Workers' Compensation Claims Adjuster, or two years of experience equivalent to that of a Workers' Compensation Claims Adjuster, Range C; or a Workers' Compensation Insurance Representative, Range C; or a Senior Workers' Compensation Payroll Auditor.)

MANAGER I, STATE COMPENSATION INSURANCE FUND

Either I

One year of experience in the California state service performing duties in a class with a level of responsibility not less than that of a Workers' Compensation Insurance Supervisor II, or a Senior Workers' Compensation Insurance Representative, or a Senior Workers' Compensation Claims Adjuster.

Or II

Five years of experience in professional workers' compensation broker, loss control, underwriting, claims adjustment, vocational rehabilitation, claims field investigation, payroll auditing, or administrative support services. Two years of the required experience must have been in a supervisory or managerial capacity. (Experience in the California state service applied toward this pattern must include at least one year of experience performing the duties of a class with a level of responsibility equivalent to that of a Workers'

Workers' Compensation Insurance Supervisor and Manager,  
State Compensation Insurance Fund, Series

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Compensation Insurance Supervisor II, or a Senior Workers' Compensation Insurance Representative, or a Senior Workers' Compensation Claims Adjuster.)

MANAGER II, STATE COMPENSATION INSURANCE FUND

Either I

One year of experience in the California state service performing duties in a class with a level of responsibility not less than that of a Manager I, State Compensation Insurance Fund.

Or II

Two years of experience in the California state service performing duties in a class with a level of responsibility not less than that of a Workers' Compensation Insurance Supervisor II, or a Senior Workers' Compensation Insurance Representative, or a Senior Workers' Compensation Claims Adjuster.

Or III

Three years of broad and extensive experience in supervising or managing professional workers' compensation broker, loss control, underwriting, or claims adjustment. (Experience in the California state service applied toward this pattern must include at least one year of experience performing the duties of a class with a level of responsibility equivalent to that of a Manager I, State Compensation Insurance Fund, or two years of experience performing the duties of a class with a level of responsibility equivalent to that of a Workers' Compensation Insurance Supervisor II, or a Senior Workers' Compensation Insurance Representative, or a Senior Workers' Compensation Claims Adjuster.)

~~MANAGER III, STATE COMPENSATION INSURANCE FUND~~

~~Either I~~

~~One year of experience in the California state service performing duties in a class with a level of responsibility not less than that of a Manager II, State Compensation Insurance Fund.~~

~~Or II~~

~~Two years of experience in the California state service performing duties in a class with a level of responsibility not less than that of a Manager I, State Compensation Insurance Fund.~~

~~Or III~~

~~Four years of broad and extensive experience in supervising or managing professional workers' compensation broker, loss control, underwriting, or claims adjustment. (Experience in the California state service applied toward this pattern must include at least one year of experience performing the duties of a class with a level of responsibility equivalent to that of a Manager II, State Compensation Insurance Fund, or two years of experience performing the duties of a class with a level of responsibility equivalent to that of a Manager I, State Compensation Insurance Fund.)~~



Workers' Compensation Insurance Supervisor and Manager,  
State Compensation Insurance Fund, Series

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~~MANAGER IV, STATE COMPENSATION INSURANCE FUND~~

~~Either I~~

~~One year of experience in the California state service performing duties in a class with a level of responsibility not less than that of a Manager III, State Compensation Insurance Fund.~~

~~Or II~~

~~Two years of experience in the California state service performing duties in a class with a level of responsibility not less than that of a Manager II, State Compensation Insurance Fund.~~

~~Or III~~

~~Five years of broad and extensive experience in supervising or managing professional workers' compensation broker, loss control, underwriting, or claims adjustment. (Experience in the California state service applied toward this pattern must include at least one year of experience performing the duties of a class with a level of responsibility equivalent to that of a Manager III, State Compensation Insurance Fund, or two years of experience performing the duties of a class with a level of responsibility equivalent to that of a Manager II, State Compensation Insurance Fund.)~~

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Compensation insurance problems, trends, laws, regulations, orders, classifications, rating plans, principles, and practices; general management principles and practices; human resource management and supervision; State Fund financial and business policies and procedures; research and analysis procedures; applicability of electronic information systems to varied work procedures; program planning and control; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment in accordance with State Fund's Equal Employment Opportunity Program.

Ability to: Effectively apply the required knowledge of the class; formulate policies; plan, organize, and direct the work of a subordinate staff; establish and maintain harmonious and effective working relationships with Fund personnel, public and private organizations, and claimants; achieve results in terms of planned objectives; analyze situations and adopt an effective course of action; communicate effectively; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment in accordance with State Fund's Equal Employment Opportunity Program.

Workers' Compensation Insurance Supervisor and Manager,  
State Compensation Insurance Fund, Series

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SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

Willingness to travel extensively and change residence when necessary.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Workers' Compensation Insurance Supervisor I	4/9/81	9/24/02	--
Workers' Compensation Insurance Supervisor II	4/9/81	9/24/02	--
Manager I, State Compensation Insurance Fund	1/20/66	9/24/02	3/18/71
Manager II, State Compensation Insurance Fund	1/20/66	9/24/02	3/18/71
<del>Manager III, State Compensation Insurance Fund</del>	<del>3/18/71</del>	<del>9/24/02</del>	<del>—</del>
<del>Manger IV, State Compensation Insurance Fund</del>	<del>4/9/81</del>	<del>9/24/02</del>	<del>—</del>

ccd/sks

# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

STENOGRAPHER  
Series Specification  
(Established May 19, 1971)

### SCOPE

This series specification describes ~~three~~ two classes in the California state service which perform general stenographic work. ~~Classes requiring special knowledge such as Legal Stenographer or~~ which perform higher level secretarial functions such as Secretary or Executive Secretary I and II, and classes that perform general office work or that require special proficiency in filing, accounting, typing only, or cashiering have been excluded.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
CD85	1262	Stenographer
CD80	1257	Senior Stenographer
CD70	1250	<del>Supervising Stenographer I</del>

### DEFINITION OF SERIES

Stenographers are distinguished from other clerical classes by being required to take and transcribe shorthand as a regular and essential part of the assignment for a substantial portion of time. Duties include: preparing and typing correspondence, form letters, forms and documents, stencils, and rough draft materials; transcribing dictating machine records; assisting in the preparation of reports and statistical summaries; and serving as receptionist referring telephone calls and visitors to appropriate staff members.

### FACTORS AFFECTING POSITION ALLOCATION

Level of difficulty, variety, and complexity of assigned duties; independence of action and decision; degree of supervision received and degree of supervision exercised serve as differentiating factors between individual classes.

### DEFINITION OF LEVELS

#### STENOGRAPHER

This is the entry, training, and journey person level in this series. Incumbents, under general instructions, but with established procedures and precedents as guides, serve in (1) a secretarial

capacity, or (2) in a clerical pool, performing stenographic and clerical work of average difficulty in taking and transcribing technical and nontechnical dictation, typing, and performing related clerical work. There may be lead responsibility over others.

#### SENIOR STENOGRAPHER

This is the working supervisor level. Incumbents plan, organize, and assign work to a small group of clerical employees or assist in the supervision of a larger group engaged in transcribing shorthand or machine dictation; personally take and transcribe difficult dictation and independently compose correspondence requiring judgment. This level may be used to classify the few advanced journey level Stenographer positions, which are not secretarial in nature. Duties would include substantial taking and transcribing of difficult dictation from large meetings.

#### ~~SUPERVISING STENOGRAPHER I~~

~~This is a full supervisor, supervising the work of a group of five to fifteen stenographers, typists and other clerical employees engaged in difficult clerical work, or a much larger group engaged in less difficult clerical work, does especially difficult stenographic and clerical work, and does other related work.~~

#### MINIMUM QUALIFICATIONS

##### STENOGRAPHER

##### Either I

In the California state service, one year of experience performing the duties of an Assistant Clerk.

##### Or II

Education: Equivalent to completion of the twelfth grade.

(Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

##### SENIOR STENOGRAPHER

##### Either I

In the California state service, one year of experience performing clerical duties at a level of responsibility not less than that of an Office Assistant II (formerly Clerk II)

##### Or II

Two years of experience in stenographic and clerical work. (Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of

general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work which upon completion will fulfill these requirements will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.)

#### ~~SUPERVISING STENOGRAPHER - I~~

##### Either I

~~In the California state service one year of experience performing senior clerical level duties.~~

##### Or II

~~Four years of experience in stenographic and clerical work, at least one year of which shall have been in a responsible position performing a variety of stenographic and clerical work or supervising the work of a small group of Assistant Clerks. (Experience in California state service applied toward the specialized one year requirement must be performing the duties of a class at a level of responsibility not less than that of Senior Stenographer.)~~

~~[Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work which upon completion will fulfill these requirements will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.]~~

#### KNOWLEDGE AND ABILITIES

##### STENOGRAPHER

Knowledge of: Modern office methods, supplies, and equipment.

Ability to: Take dictation at 80 words a minute; type at 40 words a minute; perform simple clerical and stenographic work; spell correctly, use good English; make arithmetic computations; and follow oral and written directions.

##### SENIOR STENOGRAPHER

Knowledge of: Modern office methods, supplies, and equipment; and Business English and correspondence and principles of effective supervision and training.

Ability to: Read and write English at a level required for successful job performance; take dictation at 110 words a minute; type at 40 words a minute; perform difficult stenographic and clerical work; make clear and comprehensive reports and keep difficult records; prepare correspondence independently; ~~speaking and writing~~ communicate effectively; meet and deal tactfully with the public; and supervise the work of Assistant Clerks.

#### SUPERVISING STENOGRAPHER - I

Knowledge of: ~~Modern office methods, supplies and equipment; Business English and correspondence and principles of effective supervision and training; the department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.~~

Ability to: ~~Read and write English at a level required for successful job performance; take dictation at 110 words a minute; type at 40 words a minute; perform difficult stenographic and clerical work; make clear and comprehensive reports and keep difficult records; prepare correspondence independently; speaking and writing effectively; meet and deal tactfully with the public; supervise the work of Assistant Clerks; learn rapidly and apply specific laws, rules, and office policies and procedures; effectively contribute to the department's affirmative action objectives.~~

#### SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

BOTH CLASSES:

Willingness to follow a prescribed routine; tack; and neat personal appearance; and a demonstrated interest in assuming increasing responsibility.

#### ADDITIONAL DESIRABLE QUALIFICATION

ALL LEVELS:

BOTH CLASSES:

Education equivalent to completion of the twelfth grade.

Stenographer Series

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CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Stenographer	3/20/74	--	--
Senior Stenographer	1931	10/1/77	1/20/61
<del>Supervising Stenographer I</del>	<del>1931</del>	<del>7/11/79</del>	<del>—</del>

ccd/sks

# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

SOCIAL SERVICE CONSULTANT/ADMINISTRATOR  
Series Specification  
(Established June 12, 1974)

### SCOPE

This series specification describes two professional working level Social Service Consultants, one high level technical expert and/or supervising Social Service Consultant, ~~and three levels of program supervision used primarily in social service programs within the Department of Health Services.~~ These classes participate in the development of policy, procedure, and methods of public social service programs directed toward adults and children such as Protective Services, out-of-home services, homemaker services, adoption services, and others. Incumbents draft regulations and guide materials for the administration of social service programs and perform research and analysis to arrive at solutions to broad social service problems. ~~Administrators serve as supervisors of social service program operations. Typically, the highest level administrator serves as a section or bureau chief of a social service program within one of the health related departments.~~

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
WL20	9417	Social Service Consultant I
WL10	9414	Social Service Consultant II
WK90	9410	Social Service Consultant III
WK80	9408	<del>Social Service Administrator I</del>
WK70	9406	<del>Social Service Administrator II</del>
WK60	9405	<del>Social Service Administrator III, C.E.A.</del>

### FACTORS AFFECTING POSITION ALLOCATION

Factors that affect allocation include scope of responsibility assigned, the complexity and sensitivity of work, the independence of action, supervisory responsibility, and decision-making responsibilities, ~~and for higher levels, size of subordinate staff and geographic dispersion of staff.~~

### DEFINITION OF LEVELS

#### SOCIAL SERVICE CONSULTANT I

This is the recruiting and first working level class. Employees at this level perform the less complex program representation, analysis, evaluation, consultation, and development tasks, and they evaluate and answer complaints, appeals, and inquiries regarding social service programs.



## SOCIAL SERVICE CONSULTANT II

This is the full journey person and lead level in the series. Incumbents typically perform difficult assignments related to the analysis, evaluation, and development of social service program content and related policy. Incumbents at this level may serve as lead persons as part of their normal responsibilities.

## SOCIAL SERVICE CONSULTANT III

This is the technical specialist level which may include supervisory responsibility. Incumbents perform the most responsible and complex assignments related to public social services such as the analysis of public social service problems and their impact on administration, development of program content, the recommendation of social service policies, and their application toward the solution of broad social service problems; and serve as a member of an administrative review team. Incumbents may also directly supervise a group of Social Service Consultants I and II responsible for the casework activities in a district office.

~~SOCIAL SERVICE ADMINISTRATOR I~~

~~This is the first full supervisory level. Incumbents direct or assist in the direction of a segment of a major social service program. A typical assignment at this level is the management of all administrative aspects of a department's social service program for an assigned geographical area.~~

~~SOCIAL SERVICE ADMINISTRATOR II~~

~~This is the second full supervisory level. Incumbents plan, organize and direct the activities of a major social service program function or act as a chief assistant to the administrator in charge of a social service program.~~

~~SOCIAL SERVICE ADMINISTRATOR III, C.E.A.~~

~~This is the social services program supervisor level. Incumbents plan, organize and direct the activities of a major segment of a department's social service program. Typically, this level is used as a section or bureau chief in the health related departments for social service programs that are very complex and are geographically spread over the State.~~

MINIMUM QUALIFICATIONS

## SOCIAL SERVICE CONSULTANT I

Either I

Education: Completion of a master's degree program from an accredited school of social work, approved by the Council on Social Work Education. (Candidates who are enrolled in the final academic year of graduate work will be admitted to the examination, but they will not be appointed until they have completed the required education.)

Or II

Experience: Two years of social casework, group work, or community organization experience in a public or private social service agency at the journey person level, including responsibility for independent performance of social service work assignments. and

Education: Equivalent to completion of college.

## SOCIAL SERVICE CONSULTANT II

Either I

Experience: One year of experience in the California state service performing the duties of a Social Service Consultant I or Adoptions Case Worker or a substantially similar class at the same or higher level.

Or II

Education: Completion of a master's degree program from an accredited school of social work, approved by the Council on Social Work Education. and

Experience: One year of responsible social casework, group work, or community organization experience in a supervisory, consultative, or administrative position, or two years of social casework, group work, or community organization experience at the journey person level, including responsibility for independent performance of social work assignments. (Additional qualifying experience may be substituted for the required graduate education on a year-for-year basis.)

## SOCIAL SERVICE CONSULTANT III

Either I

Experience: One year of experience in the California state service performing the duties of a Social Service Consultant II, Adoptions Case Work Supervisor, or a substantially similar class at the same or higher level. or

Experience: Two years of experience in the California state service performing the duties of a Social Service Consultant I, Adoptions Case Worker, or a substantially similar class at the same or higher level.

Or II

Education: Completion of a master's degree program from an accredited school of social work, approved by the Council on Social Work Education, and

Experience: Either

1. One year of social casework, group work, or community organization experience in an administrative, supervisory, or consultative capacity above the first supervisory level, or
2. Two years of social casework, group work, or community organization experience in the capacity of a first-line supervisor.

(Additional qualifying experience at the administrative, supervisory, or consultative level may be substituted for the required graduate education on a year-for-year basis, or two additional years of qualifying experience as a first line supervisor may be substituted for each of the two years of graduate education.)

~~SOCIAL SERVICE ADMINISTRATOR I~~Either I

~~One year of experience in the California state service performing the duties of a Social Service Consultant III or a substantially similar class at the same or higher level; or~~

~~Two years of experience in the California state service performing the duties of a Social Service Consultant II, Adoptions Case Work Supervisor, or a substantially similar class at the same or higher level.~~

Or II

~~Education: Completion of a master's degree program from an accredited school of social work, approved by the Council on Social Work Education; and~~

~~Experience: One year of social casework, group work, or community organization experience in a supervisory position including responsibility for the activities of a major administrative subdivision of a social service agency, or in a consultative capacity above the first line supervisor. (Additional qualifying experience may be substituted for the required graduate education on a year-for-year basis.)~~

~~SOCIAL SERVICE ADMINISTRATOR II~~~~Either I~~

~~One year of experience in the California state service performing the duties of a Social Service Administrator I, or a substantially similar class at the same or higher level; or~~

~~Two years of experience in the California state service performing the duties of a Social Service Consultant III, or a substantially similar class at the same or higher level.~~

~~Or II~~

~~Education: Completion of a master's degree program from an accredited school of social work, approved by the Council on Social Work Education; and~~

~~Experience: Two years of social casework, group work, or community organization experience in a supervisory position with responsibility for direction of a total social service agency or major subdivision of a social service agency. (Additional qualifying experience may be substituted for the required graduate education on a year-for-year basis.)~~

~~SOCIAL SERVICE ADMINISTRATOR III, C.E.A.~~~~Either I~~

~~One year of experience in the California state service performing the duties of a Social Service Administrator II or a substantially similar class at the same or higher level; or~~

~~Two years of experience in the California state service performing the duties of a Social Service Administrator I, or a substantially similar class at the same or higher level.~~

~~Or II~~

~~Education: Completion of a master's degree program from an accredited school of social work, approved by the Council on Social Work Education; and~~

~~Experience: Three years of social casework, group work, or community organization experience in a supervisory position with responsibility for the direction of a total social service agency or a major division of a social service agency. (Additional qualifying experience may be substituted for the required graduate education on a year-for-year basis.)~~

KNOWLEDGE AND ABILITIES

## SOCIAL SERVICE CONSULTANT I

Knowledge of: Principles, practices, and techniques used in the administration of social work programs; provisions of the Welfare and

Institutions Code, the Social Security Act, and other related State and Federal rules, regulations, and laws pertaining to social service programs; and principles of social casework, group work, and community organization.

Ability to: Analyze problems arising out of the operation of programs of public social services for adults and children; reach practical and logical conclusions and put into practice effective changes; secure accurate social data, record such data systematically, and write clear, accurate, and concise reports; analyze situations accurately and take effective action; utilize and apply effectively the required technical knowledge; and ~~speaks~~ communicate effectively.

#### SOCIAL SERVICE CONSULTANT II

Knowledge of: Principles, practices, and techniques used in the administration of public social services and child welfare programs; community resources and social organizations; research methods as applied to social work; the provisions of the Welfare and Institutions Code, the Social Security Act, and other related State and Federal rules, regulations, and laws pertaining to public social service programs; scope and activities of public and private social service agencies; child psychology and home growth and development and group behavior; principles and practices of supervision and effective personnel practices; and group and individual training methods.

Ability to: Analyze problems arising out of the operation of public assistance, and child welfare programs; reach practical and logical conclusions and put into practice effective changes; perform research studies in the field of public social service; secure accurate social data and record and report such data systematically; utilize community resources; interpret the provisions of the Welfare and Institutions code, the Social Security Act, and other related State and Federal rules, regulations, and laws pertaining to public social service programs; participate effectively in conferences and interviews and establish and maintain effective working relationships with those contacted in the work; plan, organize, and direct the work of others; ~~speaks~~ communicate effectively and write clear, accurate, and concise reports; analyze situations accurately and take effective action; and utilize and apply effectively the required technical knowledge.

#### SOCIAL SERVICE CONSULTANT III

Knowledge of: All of the above for Social Service Consultants I and II, and principles of public administration, personnel management, in-service training, and supervision; provisions of the Welfare and Institutions Code, Social Security Act, and other related State and Federal rules, regulations, and laws pertaining to public social

service programs; Department's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: All of the above, and requires ability to plan, direct, and coordinate the work of others; review and edit written reports; appear before groups and speak communicate effectively; and perform as a highly trained expert or member of an administrative task force; and effectively contribute to the Department's affirmative action objectives.

#### ~~SOCIAL SERVICE ADMINISTRATOR I~~

Knowledge of: Principles and techniques of social work; problems and trends in public welfare administration; provisions of Federal and State laws relating to the child welfare, public social services, and medical care programs; principles of personnel management, effective supervision, and staff development; principles and techniques of community organization; processes of community and group interaction; objectives, methods, and organization of local social services; casework practices; methods of State and county financing for social service programs.

Ability to: Plan, organize, and direct a segment of a public social service program; formulate policies geared to more effective public social service administration; analyze social service operations and recommend appropriate changes; develop, direct, and evaluate in-service training programs; establish and maintain effective working relationships with public and private officials including local administrators, county boards of supervisors, and other representatives of the community; speak and write effectively; analyze situations accurately and take effective action; utilize and apply effectively the required technical knowledge.

#### ~~SOCIAL SERVICE ADMINISTRATOR II~~

Knowledge of: All of the above for the Social Service Administrator I.

Ability to: Plan, organize, and direct one or more large functions of a public social service program or an entire social service program of limited size and scope, and all of the above for the Social Service Administrator I.

#### ~~SOCIAL SERVICE ADMINISTRATOR III, C.E.A.~~

Knowledge of: All of the above for the Social Service Administrator II and problems and trends in the field of public welfare.

~~Ability to: Plan, organize, and direct public social service programs; formulate policy geared to improve program operations; analyze social service operations and recommend appropriate changes; apply management principles to organization and staff development; develop, direct, and evaluate in-service training programs; establish and maintain effective working relationships with public and private officials including Federal, State and local administrators and county boards of supervisors; speak and write effectively; analyze situations accurately and take effective action; utilize and apply effectively the required technical knowledge.~~

#### SPECIAL PERSONAL CHARACTERISTICS

##### ALL LEVELS:

Willingness to travel and to work irregular hours; demonstrated capacity for assuming progressively greater responsibility as evidenced by recent employment history and interest in self-development; neat personal appearance; adaptability; tact; high moral standards; emotional stability; and good judgment.

#### DESIRABLE QUALIFICATIONS

##### ALL LEVELS:

In appraising the relative qualifications of candidates, consideration will be given to the extent of pertinent education above that absolutely required and experience of a nature that has resulted in the candidate's possessing those attributes usually gained from the preferred education. Preferred graduate education is considered to be the completion of graduate work in the field of social services or public administration. Preferred experience is considered to be that involving analysis of social service problems and the performance of intensive casework and facilities licensing work which shall have imparted an understanding of the pertinent social sciences.

#### CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Social Service Consultant I	1/31/63	7/5/83	--
Social Service Consultant II	1/31/63	7/5/83	--
Social Service Consultant III	1/31/63	7/5/83	--
<del>Social Service Administrator I</del>	<del>1/31/63</del>	<del>6/12/74</del>	<del>—</del>
<del>Social Service Administrator II</del>	<del>1/31/63</del>	<del>6/12/74</del>	<del>—</del>
<del>Social Service Administrator III,</del>	<del>1/31/63</del>	<del>6/12/74</del>	<del>11/8/63</del>

C.E.A.

ccd/sks

## CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

Schematic Code: HY31  
 Class Code: 3833  
 Established: 12/19/89  
 Revised: 6/7/94  
 Title Changed: 6/7/94

DIVISION CHIEF, DEPARTMENT OF TOXIC SUBSTANCES CONTROL, C.E.A.

SCOPE  
DEFINITION

~~This series specification describes two classes used by the Hazardous Waste Management, Site Mitigation and External Affairs Programs within the Department of Toxic Substances Control (DTSC). Incumbents in these classes are responsible for planning, organizing, directing and controlling major divisions requiring both technical and administrative expertise and include significant responsibility for the development, implementation, evaluation and modification of policy within their divisions and programs. Incumbents are part of DTSC's management team and participate in the development of statewide and program wide policies and procedures.~~

Under administrative direction, incumbents are responsible for the management and supervision of a highly technical multidisciplinary staff which develop innovative technical, regulatory, compliance, and institutional approaches to hazardous waste prevention, reduction, management, and remediation. This class is responsible for planning, organizing, directing, and controlling major divisions requiring both technical and administrative expertise and include significant responsibility for the development, implementation, evaluation, and modification of policy within their divisions and programs. Incumbents are part of DTSC's management team and participate in the development of statewide and program-wide policies and procedures. Positions may be located in Headquarters or regional office settings.

<u>Schem</u>	<u>Class</u>	
<u>Code</u>	<u>Code</u>	<u>Class</u>
HY31	3833	Division Chief, Department of Toxic Substances Control, C.E.A.
HY34	3834	Division Chief, Department of Toxic Substances Control

TYPICAL TASKS

Plan, organize, coordinate, and direct the work of the staff engaged in a statewide hazardous waste management/site mitigation/external affairs program or in the development or evaluation of a major component of the Department's hazardous waste management/site mitigation/external affairs program; assist the Deputy Director with the planning of program operations and activities; act for the Deputy



Division Chief, Department of Toxic Substances  
Control, C.E.A.

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Director as assigned; participate in the selection and training of personnel; evaluate staff and division performance; review and evaluate work progress, assign priorities, and take or recommend appropriate action; conduct periodic evaluations and make an annual assessment of division needs; direct the development and revision of regulations and standards for hazardous waste prevention/management/site mitigation in accordance with State and Federal law; advise and consult with local authorities and interested groups about the application and enforcement of State laws, regulations, and standards pertaining to hazardous waste prevention/management/site mitigation; serve as the Department liaison/ombudsman with officials of private industry and State and other governmental agencies in coordinating interagency program activities; and direct technical assistance to private industry and State and local agencies in the planning and operation of hazardous waste management, site mitigation, and pollution prevention programs.

#### FACTORS AFFECTING POSITION ALLOCATION

~~Positions in the Division Chief, Department of Toxic Substances Control (DTSC), C.E.A., class shall only be filled by either civil service employees who have permanent status, or by qualified Legislative employees. Positions in the Division Chief, DTSC, class shall only be filled by individuals from inside of State service who have mandatory return rights to the class of Section Chief, Hazardous Waste Management Programs.~~

#### MINIMUM QUALIFICATIONS

##### BOTH CLASSES:-

##### Either I

Must be a civil service employee with permanent civil service status.

##### Or II

Must be an employee of the Legislature for two or more consecutive years.

##### and

##### Either I

Two years of experience in the California state service performing hazardous substances management duties in a supervisory or management capacity at a level of responsibility not less than a Supervising Hazardous Substances Scientist II, Supervising Hazardous Substances Engineering Geologist II, or Supervising Hazardous Substances Engineer II.

##### Or II

Four years of experience in the California state service performing hazardous substances management duties in a supervisory or management capacity at a level of responsibility not less than a Supervising

Division Chief, Department of Toxic Substances  
Control, C.E.A.

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Hazardous Substances Scientist I, Supervising Hazardous Substances Engineering Geologist I, or Supervising Hazardous Substances Engineer I.

Or III

~~Five years of broad and extensive experience in increasingly responsible professional positions in hazardous substances management, regulation, analysis or research; environmental research, monitoring, surveillance or enforcement; or resource recovery. At least two years of the required experience must have been in a supervisory or management capacity at a level of responsibility equivalent to a Supervising Hazardous Substances Program Scientist II, Supervising Hazardous Substances Engineering Geologist II, or Supervising Hazardous Substances Engineer II, and must have included responsibility for the following: substantial participation in development or implementation of environmental health or hazardous substance control research, monitoring or surveillance and enforcement policies or programs, or coordinating the work of a multidisciplinary environmental or hazardous material permitting, site clean up or investigation staff.~~

and

Education: Equivalent to graduation from an accredited college or university approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310 with 30 units or more in environmental, biological, chemical, physical, or soil science; environmental health; engineering, geology, engineering geology, or a directly related scientific or engineering field.

(Additional qualifying experience in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance, or enforcement; or research recovery may be substituted for the required education on a year-for-year basis up to a maximum of two years. When substituting experience for education, qualifying education must include a minimum of 30 semester units in the science subjects noted above from an accredited college or equivalent units from an institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310.)

(Possession of a master's degree in the subjects specified above or a directly related scientific or engineering field may be substituted for one year of the general experience. Possession of a doctorate in the subjects specified above or a directly related scientific or engineering field may be substituted for two years of the general experience.)

~~DIVISION CHIEF, DEPARTMENT OF TOXIC SUBSTANCES CONTROL, C.E.A.~~

Either I

~~Must be a civil service employee with permanent civil service status.~~

Division Chief, Department of Toxic Substances  
Control, C.E.A.

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~~Or II~~

~~Must be an employee of the Legislature for two or more consecutive years.~~

#### KNOWLEDGE AND ABILITIES

##### BOTH CLASSES:

Knowledge of: Principles, practices, and trends of public administration including fiscal, personnel management, and supervision; strategic planning development, implementation, and evaluation techniques; organization and functions of California State Government including the organization and practices of the Legislative and Executive Branches; Federal legislative, budget, and regulatory process; policy formulation, development, and evaluation techniques; State and Federal statutes and regulations regarding hazardous waste; developing and implementing hazardous waste programs related to hazardous waste cleanups, facility permitting, surveillance, and enforcement, and other related support activities; media relations; Department's Affirmative Action Program and objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Provide leadership in accomplishing basic functions and strategic objectives; effectively plan, organize, direct, and coordinate a major public program of statewide scope; represent the State's hazardous waste management program before the highest levels of State and Federal Government, private industry, community, and environmental groups, and before courts of jurisdiction; communicate effectively; analyze situations accurately and adopt an effective course of action; and effectively contribute to the Department's affirmative action objectives.

#### CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
<del>Division Chief, Department of Toxic Substances Control, C.E.A.</del>	12/19/89	6/7/94	6/7/94
<del>Division Chief, Department of Toxic Substances Control</del>	12/19/89	6/7/94	6/7/94